DoD To-be Procurement Process Model

Phase 2: DoD To-Be Procurement Process Input/Output Analysis

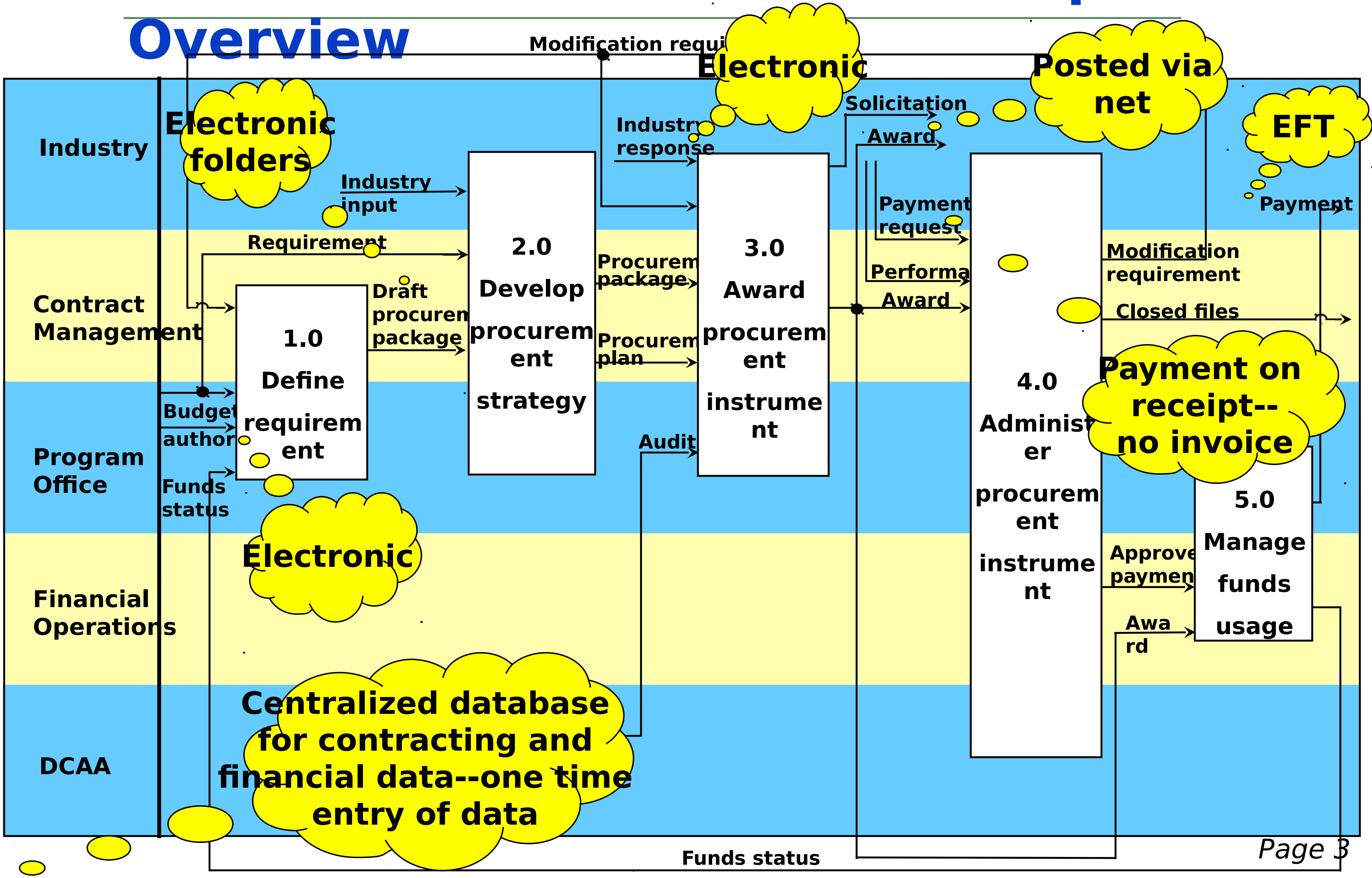
Subgroup Assignment Briefing

December 8-10, 1998

Objective of Phase 2

- **Identify a Complete Set of Inputs/Outputs for the To-Be Procurement Process Model**
  - **Describe Each Input/Output**
  - **Detail Each With Data Elements and Their Sources**
  - **Map Data Elements to Future Systems**
- **Capture Pertinent Business Rules**
- **Identify Issues Concerning Connectivity and Impacts on the To-Be Process**
- **Capture Improvement Ideas and Opportunities**

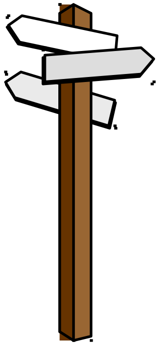
To-be Procurement Process Map Overview



Subgroup Assignments

As-is Process Names	*1 Procurement Planning*	*2 Pre Award*	*3 Post Award*	*4 Receipts and Payment*
1.1 Describe requirement	✓			
1.2 Identify special requirements	✓			
1.3 Provide funding	✓			
2.1 Conduct industry research		✓		
2.2 Develop procurement plan	✓			
3.1 Issue solicitation		✓		
3.2 Communicate with industry		✓		
3.3 Evaluate responses		✓		
3.4 Execute procurement instrument		✓		
4.1 Monitor procurement instrument performance			✓	
4.2 Approve payment				✓
4.3 Close out procurement instrument			✓	
5.1 Establish lines of account	✓			
5.2 Update funds status		✓	✓	✓
5.3 Pay vendor				✓
5.4 Reconcile contract funds			✓	

Approach



1. Refine the List of As-Is Inputs/Outputs for Use in the To-Be Model

2. Describe Each Input/Output

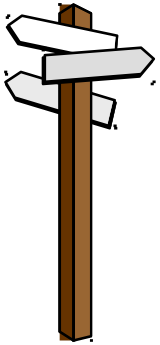
3. Define Each Data Element

4. Document Business Rules, Improvement Ideas and Issues

5. Prepare Outbrief--Improvement Ideas and Issues

6. Present Outbrief (10 Minutes Each Group)

Step1: Refine Inputs/Outputs



- **Clarify Your Subgroup’s Scope**
- **Review Your Assigned Inputs/Outputs**
- **Add, Delete, Combine Inputs/Outputs for the To-Be Environment and Identify the Purpose of Each**

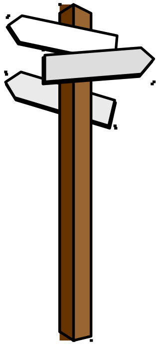
Sample Subgroup Assignment

See handout

For procurement planning

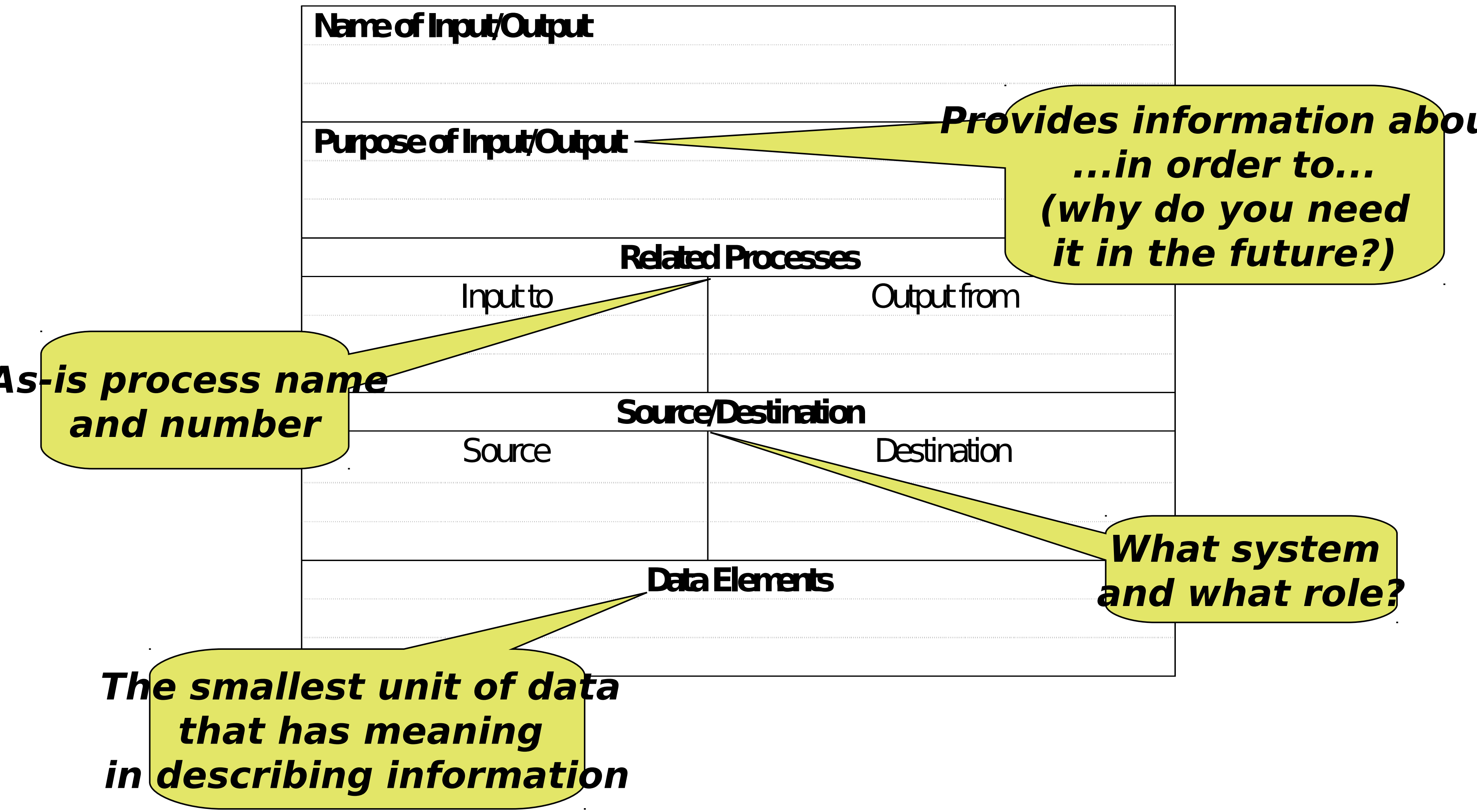
	1.1 Describe requirement	1.2 Identify special reqmts	1.3 Provide funding	2.2 Develop procurement plan	2.1 Establish lines of account									
Accounting citation			I		O									
Budget authority					I									
Capabilities				I										
Commitment acknowledgement			I											
Procurement package				O										
Funds certification			O											
Modification requirement	I		I	O										
Procurement plan	I				I									
Project directive														

Step 2: Describe Inputs/Outputs



- **Complete Input/Output Description Forms in Mini Groups**
- **Present, Validate and Refine Input/Output Descriptions in Full Subgroup**

Input/Output Description Template



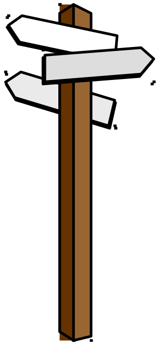
Procurement Process Roles

- **Industry--Responsible for Providing Goods and Services**
- **OSD Comptroller--Responsible for Dispensing Congressional Approved Funding for Goods and Services to Requiring and Logistics Offices**
- **Requiring Office--Responsible for Defining a Business Need for Goods and Services**
- **Contracting Office--Responsible for Acquiring Goods and Services**
- **Contract Administration Office--Responsible for Managing Delegated Contracts**
- **Financial Manager--Responsible for Ensuring Availability and Proper Use of Funds**
- **Logistics--Responsible for Operational Support and Sustainment (Identifies Business Needs for Goods and Services)**
- **Accounting Office--Responsible for Day-to-day Financial Operations**
- **Payment Office--Responsible for Determining Entitlement and Disbursing Funds**
- **DCAA--Responsible for Auditing Contractor Costs and Systems**

To-Be Systems

- **Standard Procurement System (SPS)**
- **Shared Data Warehouse (SDW)**
- **Defense Procurement Payment System (DPPS)**
- **DFAS Corporate Database (DCD)**
- **Wide Area Work flow (WAWF)**
- **Central Contractor Registration (CCR)**
- **DFAS Accounting System (DAS)**
- **Defense Standard Procurement Disbursing System (DSDS)**
- **Other**

Step 3: Identify Data Elements



- **Compile Potential Data Elements From Input/Output Forms**
- **Complete Data Element Forms in Mini Groups**
- **Validate Data Element Definitions in Full Subgroup**

Data Element Definition Template

Name of Data Element
Definition of Data Element
Character Length ______ ❑ Alpha ❑ Numeric ❑ Alphanumeric
Source of Initial Entry
Originator/Owner

Identifies or describes…

In which system is it entered initially?

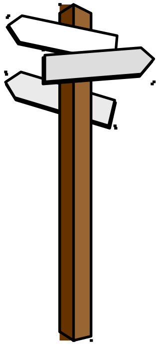
Identify which role originates/owns this data element, i.e., is responsible for the contents of

Tips for Defining Data Elements

- **Do Not Use Words to Define Themselves**
- **State What It Is, Not What It Is Not, nor How It Is Used**
- **Do Not Include Lists***
- **Do Not Include Examples***
- **Be Concise**

***If a list of examples is necessary to aid comprehension, add a second sentence for this purpose**

Step 4: Review and Clarify Rules, Issues, Improvement Opportunities



- **Review and Clarify Business Rules**
- **Review and Clarify Connectivity Issues and Implications Regarding the To-Be Process**
- **Review and Clarify Improvement Opportunities**

Business Rule Format

Statement of

Business Rule

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Business rules are statements of fact/law/policy; they guide/constrain how you do your business

Example As-Is Business Rules

- **The Process of Executing a Legal, Binding Agreement Obligating Funds Shall Not Be Taken Until Funds Are Certified As Available by the Responsible Financial Manager**
- **Payment on a Legal, Binding Agreement Shall Not Be Made Until the Obligation Is Recorded in the Official Accounting Records**
- **The Place and Responsibilities for Inspection and Acceptance Are Designated in the Contract; the Designated Activity Is Responsible for Reporting Inspection and Acceptance**
- **Performance Is Physically Complete at Acceptance**

Open Issue Format

Required for presentation

Statement of Issue ***Point of Contact/ Subject Matter Expert***

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Open issues are those points about which you are unable to reach consensus or which require further research

Improvement Opportunity Format

Required for presentation

Statement of Opportunity ***Related to...***

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Note when improvement opportunity pertains to a specific process, role, or system

Checklist of Deliverables

- ❑ **Input/Output Descriptions**
- ❑ **Data Element Definitions**
- ❑ **Business Rules**
- ❑ **Issues**
- ❑ **Improvement Opportunities**
- ❑ **Outbrief Materials**

Expectations for the Presentation

- **Plan for 1 or 2 Presenters From Each Group**
- **The Objective of Presentation:**
  - **To Communicate Your Subgroup’s Issues and Improvement Opportunities for the To-be Environment**
  - **So That the Steering Group Will Be Able to Understand and Integrate Your Perspective With the Other Subgroups’ Perspectives**
- **Your Audience Will Include Representatives From the Steering Group; Your Subgroup and Other Subgroups May Also Sit in**

Ground Rules for Subgroups

- **Focus on the To-be Environment**
- **Listen Carefully to Others for New Ideas/Insights**
- **Stick to the Task at Hand**
- **Manage Your Time Wisely**
- **Write Legibly!**
- **Add to This List Within Your Subgroup**

Available Resources

- **Methodology/Technique Support--**
  - **Mr Mike Williams and Maj Paul Yandik**
  - **PricewaterhouseCoopers Staff**
- **Computers and Projectors--Available in Your Breakout Rooms**
- **Supplies--Available in Your Breakout Rooms**
- **Faxes, Copies, Messages--Hotel Business Office/Concierge**
  - **Phone Number Is 703.845.1010**
  - **We’re in Plaza I, II, III and Beech A and B**

Available References

- **Subgroup Assignment Briefing (Hardcopy)**
- **Templates (Electronic and Hardcopy)**
- **As-Is Process Map, Process Composition and Input/Output Descriptions (Electronic and Hardcopy)**
- **Improvement Ideas From Phase 1 Meeting (Hardcopy)**
- **Electronic Commerce/Electronic Data Interchange (EC/EDI) Transaction Sets (Hardcopy Summaries, Electronic Full Text)**
- **CCR Data Element List (Hardcopy)**
- **Project Website at www.dcmc.hq.dla.mil/centers/paperless/e2e/index.htm**